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SUPPLY DIVISION WEEKLY REPORT

PERIOD ENDING 17 MAY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

None.

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

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a. Support of Obsolete Equipment:

A decision made by the Office of Communications to retain selected older equipment during the phase-in period for new equipment has resulted in Procurement Division having to place orders on a "minimum quantity" basis for this old equipment mainly with [REDACTED] Items are extremely difficult to find, and carry high acquisition costs and long lead times to purchase. [REDACTED]

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b. Use of Imprest Fund vs. Requisition:

In an effort to increase cost effectiveness, Supply Management Branch recently surveyed all logistics offices in the Headquarters area to determine if some items being requisitioned could be purchased out of petty cash or an imprest fund. Requisitions questioned in the survey had to meet three conditions:

- (1) The requisition was for less than [REDACTED]
- (2) Local availability
- (3) The items were to be delivered to an office in the Headquarters area.

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Responses tended to be negative and the subject needs further investigation as both the Requisitioning Office and the Office of Logistics would benefit from the savings in processing time and money. [REDACTED]

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III. Significant Events Anticipated During the Coming Week:

None.

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